

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
Denver Federal Center, Building 50
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In Reply Refer To:
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March 28, 2003

EMS Transmission
Information Bulletin No. NI-2003-039

To: All BC, HR, NI, ST, WO-Denver Employees and Contractors
From: Director, National Information Resources Management Center
Subject: Take Our Children to Work Day

DD: 04/14/2003

Once again, all Denver National Centers will be participating in the national initiative **Take Our Children to Work@day**. This year's event is being sponsored by the National Information Resources Management staff. We have planned an interesting and educational day for your children/grandchildren, ages 7-13. This year's event will be held on **Thursday, April 24, 2003**.

The purpose of this event is to provide your children with an opportunity to explore occupations in our workplace and expand their horizons when it comes time to choose a career. We encourage parents to discuss the purpose of this event with their children.

This year's program will include a hands-on Introduction to Geographic Information Systems (GIS) computer mapping, an interactive session on the Wild Horse and Burro Program (complete with 2 horses!), a tour of BLM's National Computer & Operations Center, and a real live West Metro fire engine with tower (weather permitting)! Also, from 2:30-3:00, a variety of videos will be shown for Group 1, as their afternoon presentation will be finished early due to the fire engine has to get back to work at 2:30!

The day will begin in the **Center/East/West Conference Rooms, at 8:30 a.m.** with registration, welcoming remarks, instructions to the children and parents/guardians, and an introduction presentation to your BLM day. The children will be split into two groups according to age and the agenda is designed so all children will attend all presentations.

At 11:40 a.m. parents must plan to pick up their children for lunch in the Center/East/West Conference Rooms and return them to the **Center/East/West Conference Rooms at 1:15 p.m.** Groups will then attend their afternoon programs. The afternoon activities will begin at 1:15 and end around 3:00. A closing ceremony will begin at 3:05 **PROMPTLY!**

Attachments to this IB include the registration form, consent form, and the day's agenda. The consent form is requesting your permission to photograph your children for post-event coverage. Please submit both the registration and consent forms for each child that will be attending.

To allow us time to purchase refreshments and arrange the course materials for this program, we urge you to register as early as possible. Please submit the signed registration and consent forms to Linda Graham, by fax (303) 236-3327 or hand-deliver to either Sandy Dilbeck (Building 50, Help Desk Area) or Linda Graham (Building 40, second floor, west wing) **BY COB April 14, 2003!**

If there are any questions, please call either Linda, x6-6965 or Sandy, x6-6546.

Signed by:
Scott MacPherson
Director, NIRMC

Authenticated by:
Linda Graham
Staff Assistant

3 Attachments

- 1 - Registration Form (1 pg)
- 2 - Consent Form (1 pg)
- 3 - Events Agenda (1 pg)

Distribution

ST-150, BLM Library
HR-200, Master Records

Take Our Children to Work Day
Thursday, April 24, 2003

Registration Form

Name of child (one form per child) : _____

Name of parent/guardian: _____

Name of person picking child up
at lunch and day's end: _____

Parent/guardian's work telephone number: _____

BLM Center or office parent/guardian is employed with: _____

Parent/guardian's immediate supervisor: _____

How old is your child? (7 - 13 years old only, please) _____

Does your child have any special needs? If yes, please explain what those needs are?

Parent/Guardian Signature

Date

Would you be willing to volunteer on Thursday, April 24, for about 2 hours? If yes, what is the best time of day for you to help? _____

If yes, to the above question, please get your Supervisor's approval, by having your Supervisor sign and date this form in the space provided:

Supervisor's Signature

Date

Take Our Children To Work Day
Thursday, April 24, 2003

Consent Form for photographs taken during the day's activities:

I, _____(your name), the parent and/or legal guardian of _____(your child's name), give consent that any photographs, taken of my child may be used by the Bureau of Land Management, Denver National Centers, in whatever way they appropriately desire, including Internet web pages, CD-ROMs, and any other form for the storage, retrieval, and reproduction of information, and images. Furthermore, I hereby consent that such photographs shall be the property of the Bureau of Land Management, Denver National Centers. The Bureau of Land Management, Denver National Centers shall have the right to duplicate, reproduce, and make other appropriate uses of said photographs free and clear of any claim whatsoever on my part.

(PRINT) Name of Parent/Guardian

Signature of Parent/Guardian

Date

Attachment 2-1

**TAKE OUR CHILDREN TO WORK DAY
SCHEDULE OF ACTIVITIES**

APRIL 24, 2003

<i>TIME</i>	<i>All Ages</i>	
8:30-9:00 a.m.	Registration Welcoming Remarks Continental Breakfast for children & parents Instructions to children for the morning's activities Center/East/West Conference Rooms, Building 50	
9:00 – 10:00 a.m.	Introduction to your BLM day!	Presenters: John Foster (WO-570D) & Jim Gegen (WO-330D)
10:00 – 10:10 a.m.	<i>Break</i>	<i>Break</i>
	<i>Group 1 (Ages 7-10)</i>	<i>Group 2 (Ages 10-13)</i>
10:10 – 10:50 a.m.	Meet 2 tamed BLM wild horses! North end Bldg 50	Tour Building 53 National Computer Operations Center
10:55 - 11:35 a.m.	Tour Building 53 National Computer Operations Center	Meet 2 tamed BLM wild horses! North end Bldg 50
11:40 a.m. - 1:15 p.m.	LUNCH WITH PARENTS - Parents will pick up their children in Center/East/West Conference Rooms at 11:40 a.m. and bring them back to Center/East/West Conference Rooms at 1:15 p.m. SHARP, please!	
1:15 – 2:00 p.m. NOTE: 1:15-1:30 will walk kids to these 2 presentations	GIS presentation in Bldg. 50 Training Room John Reitsma, presenter	Fire engine w/tower demo, north end Building 50 (will arrive approx 1:30)
2:05 - 2:30 p.m. NOTE: GIS presentation will end at 3:00	Fire engine w/tower demo, north end Building 50 (must conclude by 2:30)	GIS presentation in Bldg. 50 Training Room John Reitsma, presenter
2:30 -3:00 p.m.	For Group 1 - you will return for Videos	
3:00 - 3:05 p.m.	<i>Break</i>	
	<i>All Ages</i>	
3:05 - 3:30 p.m.	Present children with certificates Handouts Closing Remarks Parents pick up children in Center/East/West Conference Rooms, Building 50	